



EPISCOPAL CURSILLO MINISTRY
RELATIONSHIP • EVANGELISM • RECONCILIATION

Episcopal Cursillo Ministry Committee

District Representative Manual

**A Guide for District Representatives
and Other Appointed Positions of
the Episcopal Cursillo[®] Ministry**

2025 Revision

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The Episcopal Cursillo Ministry Committee (ECMC)

Purpose

This document outlines the responsibilities and expectations of ECMC members and the guidelines and procedures of the officers and subcommittees. This does not supersede the Episcopal Cursillo Ministry Bylaws, but serves as an information guide and reference for ECMC members and potential members.

Mission

The mission of the ECMC is to serve Christ and the Episcopal Church by being stewards of the Cursillo Ministry.

Preamble of the ECM Bylaws

The preamble of the bylaws of the ECM states: Cursillo is a ministry of the Episcopal Church under the authority of the Presiding and diocesan Bishops. The goal of Cursillo is to bring the world to Christ by empowering adult Christian leaders through the use of a specific method that is taught as part of a three-day weekend. The method, an evangelistic tool, empowers and encourages Christians to live out their Baptismal Covenant to serve Christ.

Identity Statement of the ECMC (Adopted in March 2015)

“We, the Episcopal Cursillo Ministry Committee, support and resource Episcopal Cursillo communities by encouraging and inspiring both traditional Cursillo expressions and new ideas for Cursillo ministry. We believe Cursillo is at its best when we are open, energetic, intergenerational, and responsive to our local settings.”

Terms in This Document

Throughout this document:

- The term “Secretariat” is used to mean the administrative governing body of the Cursillo ministry in each diocese, though a Secretariat may serve more than one diocese. Sometimes this body is called a “Commission” or “Board of Directors”.
- The term “Secretariat President” is used to mean the presiding officer of the Secretariat. In some Secretariats this person is called the “Chair,” “Lay Rector,” or “Lay Leader.”
- The term “Lay Rector” is used to mean the presiding individual of the staff of a Cursillo Weekend. In some Secretariats this person is called “Lay Director,” “Rector/Rectora,” or “Chairperson.”

ECMC Membership

The ECMC is composed of fifteen elected members, the ECMC President and a Bishop, assigned by the Presiding Bishop, who serves as a liaison between the Committee and the House of Bishops. Officers include a Treasurer who, if not elected has seat and voice without vote at all meetings.

ECMC members fulfill a dual role. ECMC members serve as District Representatives with responsibility for communication to and from Cursillo Secretariats and the 4thth Day community. They also serve on the Committee to ensure that the Ministry continues in service to Christ and that the organization functions effectively.

Members of the ECMC have no special authority. According to the bylaws of the ECM, the General Council has legislative authority. Therefore, the ECMC is not empowered to make policy statements on behalf of the ECM; however, ECMC develops and presents policy recommendations to the General Council. The ECMC speaks to the matter of the Cursillo Ministry as expressed by the founders of Cursillo. The authority for the ministry within each diocese is the diocesan bishop. The ECM works within the Episcopal Church under a pastoral plan approved by the Presiding Bishop. (See Pastoral Plan available on the ECMC website, episcopalcursilloministry.org)

I. ECM Structure and Responsibilities

Officers

The ECMC shall elect a President-Elect, Vice President, Secretary, and Treasurer. The President-Elect automatically becomes President the next year. The Treasurer need not be an elected ECMC member.

Duties of the ECMC President

- Perform the regular duties required of an ECMC member.
- Convene and conduct ECMC meetings.
- Set ECMC meeting schedule and agenda with consultation from the Leadership Committee.
- Oversee subcommittee chairs to ensure their duties/responsibilities are implemented.
- Coordinate with the President-Elect, Vice President, Secretary, and Treasurer to ensure their respective duties/responsibilities are carried out.
- Appoint and oversee members of ECMC, servant communities, or the 4th Day community to fulfill functional tasks (mail receipt, phone calls, record storage, printing, inventory storage, etc.) of the organization.
- Act as official representative of the ECMC; assume ultimate responsibility as speaker and final authority in settling matters of policy.
- Review and approve/not approve all unbudgeted expenditures except as noted in duties and responsibilities of the Treasurer.
- Chair the Leadership Subcommittee meetings.
- Conduct a business session during General Council (annual ECM Conference).
- Attend the annual 4th Day Forum gathering of the leaders of 4th Day communities and serve as the representative of the ECM. Also, participate in the mid-year online 4th Day Forum. A surrogate may be appointed.
- Supervise any contract staff and handle any employment issues.

Duties of the ECMC President-Elect

- Assist the President as requested.
- In the absence of the President, chair the ECMC meetings.

- Perform the regular duties required of an ECMC representative.
- Serve as ECMC liaison to the Conference Servant/Host Community.
- Attend the annual 4th Day Forum gathering of the leaders of the 4th Day communities. Also participate in the mid-year online 4th Day Forum. A surrogate may be appointed.

Duties of the ECMC Vice President

- Perform the regular duties required of an ECMC representative.
- Serve as the ECMC central focal point for direct communication with District Representatives.
 - Provide onboarding, training, advice, and encouragement to ECMC District Representatives in establishing and maintaining contact with the secretariats in their districts.
 - Periodically review contact lists provided by District Representatives.
 - Periodically host online tag-ups to enable District Representatives to share information, best practices, and encouragement with one another.
 - Provide a quarterly summary of district engagement to the Leadership Subcommittee. This can be verbal at a leadership meeting or in writing.
 - Monitor and promote recruitment of ECMC District Representatives.

Duties of the ECMC Secretary

- Perform the regular duties of an ECMC representative.
- Record and disseminate within 10 days the minutes of the ECMC meetings, as well as the annual ECM General Council business sessions.
- As requested by the President and President-Elect, update the District Representative’s Manual to reflect current ECMC needs and policy.
- Maintain a file (preferably stored on a memory stick or other portable method and in Dropbox) of minutes and reference documents and provide to succeeding Secretary.

Duties of the ECMC Treasurer

- Maintain the financial records of the ECM and disburse funds to pay all legitimate obligations of the ECM.
- Work with the ECMC Conference liaison to develop the budget for the annual conference.
- Be responsible for preparing all necessary financial reports required by the Internal Revenue Service, any state agency in connection with incorporation as a non-profit corporation, as well as any income and withholding reports required by any state agency in connection with the operations of the ECM.
- As needed, arrange for an audit of the ECMC as required by the “Manual of Church Business Practices” published by the Episcopal Church.

Episcopal Cursillo Ministry Committee Subcommittees

In addition to plenary actions, the ECMC operates in five subcommittees: Leadership, Leadership Workshop, Publications, Communications, and Finance. Each subcommittee typically has three or four members, headed by a chair appointed by the President.

Leadership Subcommittee

The Leadership Committee is composed of the President, Vice President, Secretary and President-elect. The Bishop Liaison and Treasurer are ex officio members, who may meet with this committee and have voice.

Responsibilities:

- Establish meeting dates and locations.
- Recommend policy statements to the ECM for approval at the General Council meetings.
- Oversee and appoint chairs of servant communities.
- Appoint members of servant communities with consultation from each community chair.
- Develop the annual budget for the ECMC
- Coordinate with the finance Servant Community for audits and policy revisions.
- Endeavor to raise funds to further the mission of Cursillo.
- Between meetings of the ECMC, make such interim decisions with regard to the business of the ECMC as may be necessary in situations of urgency or emergency. The Leadership Subcommittee may be canvassed either in person, by email, letter, or telephone by the President or the President's appointee. Such decisions are to be reviewed by and are subject to the subsequent approval of the ECMC at its next meeting.

Leadership Workshop Subcommittee

Responsibilities:

- Be aware of the health of the Cursillo Ministry in the various Secretariats so that resources to meet needs may be developed and shared.
- Develop new workshops to train leaders and enhance leadership skills.
- Update and maintain existing ECMC Workshops.
- Participate in Episcopal Cursillo Leadership Workshop (ECLW) presentations as requested.
- Recruit and support a Cursillo Leadership Development (CLD) Servant Community that includes the ECM ECLW Coordinator, District ECLW Coordinators, and other 4th Day volunteers for the presentation of the ECLW and other workshops.
- Creation of virtual and live events as 4th Day activities.

Episcopal Cursillo Leadership Workshop

Episcopal Cursillo Leadership Workshop clarifies the purpose and method of the Cursillo Movement, especially post-Cursillo activities. Through ECLWs, lay and clergy leaders get a clearer understanding of their roles and of the methods they have at their disposal to make the Cursillo Ministry an effective instrument for bringing others to Christ.

Bishop and Clergy Workshops

Bishop and clergy workshops demonstrate that Cursillo is a ministry of the church which can empower the church to fulfill its apostolic mission. The workshops clearly emphasize the vital role that bishops and clergy play in all phases of Cursillo. They encourage straightforward questions and honest answers concerning Cursillo. The Cursillo ministry is considered one of the most potent methods available to bishops and clergy for spiritual formation and motivation of laity to apostolic action in the church today

Publications Subcommittee

Responsibilities

- Develop, write, and publish ECM materials that are intended to educate, evaluate, and stabilize the Ministry.
- Promote effective use of ECM published materials.
- Review and edit current ECM materials to promote effective use and add materials that reflect evolving needs and formats adopted in the Ministry.
- Recommend policies related to sales and distribution of ECM materials.
- Recruit and support a Publications Servant Community of 4th Day volunteers, to assist with publication writing and editing responsibilities and collect materials for future publications.

Communications Subcommittee

Responsibilities

- Identify and recommend appropriate means for enhancing communication between or among existing and/or proposed Cursillo ministries.
- Develop, administer, update, and revise the ECM website.
- Create and distribute email communications such as *News & Notes*.
- Develop, administer and maintain effective use of social media and bulk email systems.
- Develop, administer and revise marketing plans, including use of ECM logo items.
- Recruit and support a Communications Servant Community, to provide electronic media and technical expertise and administer on-going communication functions.

Finance Subcommittee

Responsibilities

- Work as a team with the Treasurer, President, and other appointed members to manage the financial resources of the ministry.
- Prepare and present the annual budget to the General Council for approval.
- Monitor monthly financial statements and budget execution.
- Review grant requests for financial support against budget and long-term financial health of the ministry.
- Ensure annual IRS reporting requirements are accomplished.
- Ensure the ministry has the cash reserves (and investments) necessary for long-term success.

- Coordinate and support an audit as appropriate.
- Recruit a candidate for Treasurer during last year of the Treasurer's three-year term.

Past Presidents Council

Responsibilities

- As requested by the Leadership Subcommittee, provide advice and counsel on general and specific topics.
- As requested by the Leadership Subcommittee, receive specific projects for a specific purpose, goal, and timeframe. Examples of such projects could include mentoring and encouraging Secretariats that have requested ECMC assistance and reviewing and recommending changes to a specific ECM publication.

Episcopal Cursillo Ministry Servant Community Committees

Conference Servant Community

Responsibilities

- Plan, coordinate, and implement the annual Episcopal Cursillo Ministry Conference if a local host committee is not available or if it needs augmenting.
- Work in conjunction with the local host Secretariat community and subject to approval of the ECMC Conference Liaison.
- Report to the ECMC through the President.
- Prepare and submit an annual conference report and submit future conference sites to the ECMC for approval.
- The chair and the ECMC President may appoint Servant Community members from the ECMC and the 4th Day community.

Cursillo Leadership Development (Consultant) Servant Community

Responsibilities

- Under the direction of the Cursillo Leadership Development Subcommittee, work with and support Secretariats assigned by the Leadership Committee to develop or renew their ministry
- Assist and encourage diocesan movements with problems experienced in local communities.
- Work with the CLD Chair to utilize training and renewal resources.
- Include the ECM ECLW Coordinator, District ECLW Coordinators, and other 4th Day volunteers for the presentation of the ECLW and other workshops.

Publications Servant Community

Responsibilities

- Under the direction of the Publication Subcommittee, develop, write, and edit materials that explain and promote the Ministry.
- Seek out formats and educational materials used by Secretariats that might be shared with ECM Secretariats.

Communications Servant Community

Responsibilities

- Under the direction of the Communications Subcommittee, provide ongoing technical expertise for social media, web site maintenance, and electronic communications.
- Support the development of marketing and messaging tools.
- Assist with writing, editing, and sending electronic communications.
- Maintain an electronic contact list for the ECM

Serving as an Episcopal Cursillo Ministry District Representative

Commitment and Preparation

District Representatives are Cursillo leaders answering the call to serve Christ and Cursillo in each of their assigned Secretariats. District Representatives are the face of the ECMC to those you serve. To understand the ECMC functions:

- Read the ECM Bylaws. This will describe the ECMC functions under the Bylaws and the voting required by the ECM Council.
- Read and study all publications provided by the ECM and seek other resources to improve and strengthen the ministry.
- Review each tab of the ECM website to be familiar enough to navigate to and share resources.

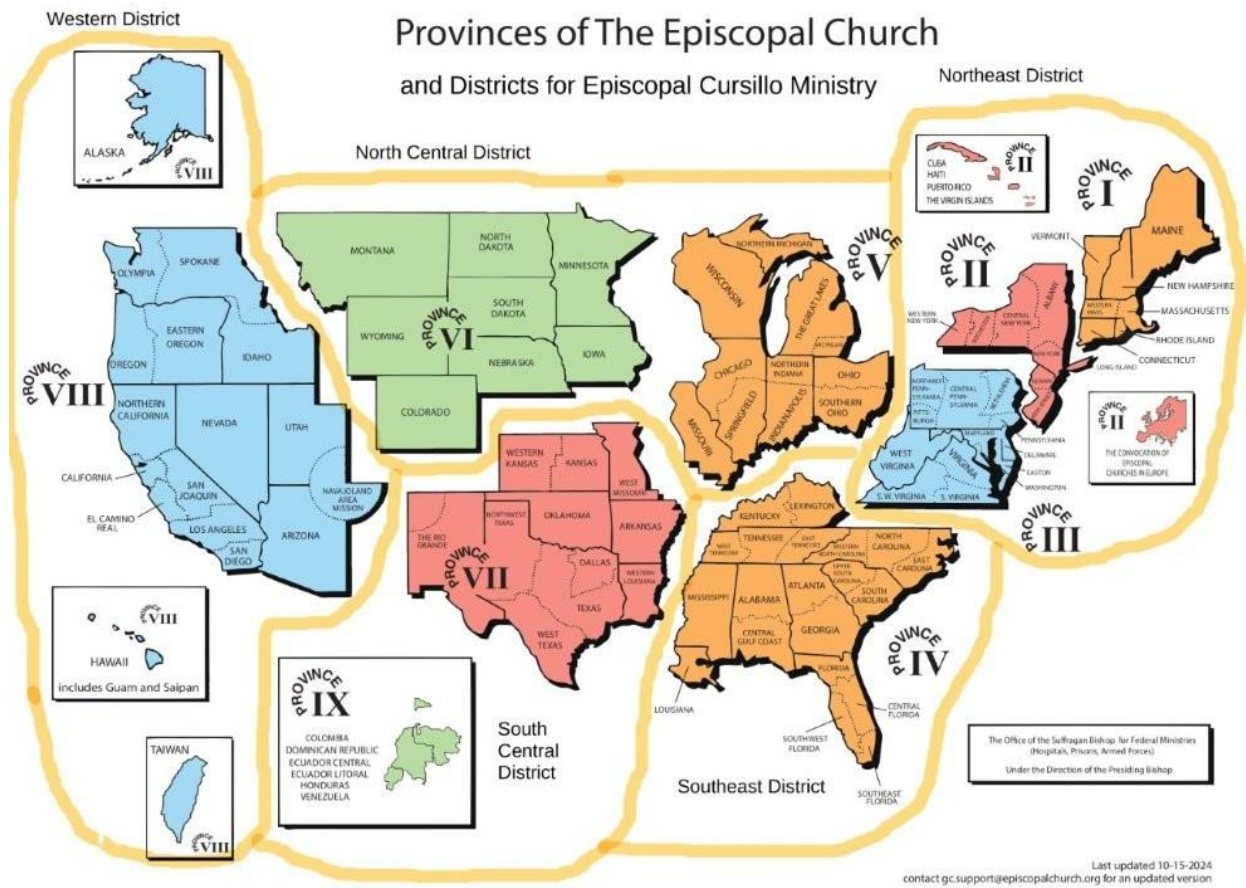
Responsibilities

- Contact ALL assigned Secretariats in writing regularly throughout the year. Share results of significant correspondence with the Vice President of ECMC.
- Publicize ECM events so that members of the Secretariats and individual Cursillistas will be aware of upcoming events.
- Maintain regular phone and/or email contact with assigned Cursillo Secretariats to ask for details of their events, including Weekends.
- Determine ways to assist the Secretariats, build relationships, and offer prayer support.
- Offer general wall palanca to Weekends held by the Secretariats in the your district. Offer prayer for the event.
- Offer information on how to sign up for *News & Notes* from ECM and share our web address for ECM and the wealth of knowledge available there.
- Maintain a roster of your Secretariat contacts organized by state and diocese. Regularly update the roster of each Secretariat's Cursillo leadership. Provide the roster to the ECMC Vice President when requested. Keep copies of correspondence and documents sent to your communities. Pass these files to your successor at the end of your term.
- Establish at least two points of contact within each Secretariat to better ensure information gets to the Secretariat membership.
- Regularly collect updated lists of Secretariat leadership. Keep and share with the Communications Subcommittee chairperson.
- When requested, send communications from the Leadership Subcommittee and/or the President to the assigned Secretariats.
- Keep Secretariats informed about the availability of ECLW (Episcopal Cursillo Leadership Workshop). Workshops can be customized to suit the needs of that Secretariat and encourage participation. Keep in contact with the District ECLW Coordinator and/or the ECM ECLW Coordinator.
- Promote the Annual ECM Conference and encourage each Secretariat to attend.
- Inform Secretariat members of individual and Secretariat opportunities to financially support ECM. These opportunities include Friends of Cursillo and annual Secretariat donations to ECM. Share that funds collected from Secretariats are returned to the Cursillo community in terms of conference scholarships, assistance visits, and grants.
- Encourage your Secretariats to submit articles to *News & Notes* and other ECM publications where they can share successes.

- If one of your Secretariats requests a personal visit from you, ask if they can cover part of your expenses. It is up to the District Representative whether you are willing and able to give them your travel time and talents in person. Consider a videoconference meeting to cover the topics they are struggling with.
- Help fill your job position before your term ends. Be a mentor to your successor. Share with them copies of your correspondence with your Secretariats.

Finances

- Expenses incurred for phone contact or postage with assigned Secretariats are the responsibility of each District Representative.
- Completed expense reports may be submitted to the ECMC Treasurer to use expenses on your income tax return. If requesting reimbursement, expense reports must be submitted in a timely manner. All reimbursements are subject to limitations of the current ECM budget.



Serving as an Episcopal Cursillo Ministry Committee Member

Commitment and Preparation

- Understand that the ECMC cannot fulfill its ministry without the full participation and serious commitment of its members for service on both the Committee and the assigned subcommittees.
- Read the ECM publications available for download.
- If not having previously participated in an Episcopal Cursillo Leadership Workshop, attend within the first year after election.
- Review and understand that the ECM is governed by a set of bylaws; and, the ECMC functions under the authority of the General Council and is governed by the bylaws, which can only be changed by a vote of General Council.
- Keep this manual and bring to ECMC meetings.

Finances

- Airfare and ground transportation expenses to and from all ECMC meetings are paid by ECMC according to the reimbursement policy in this manual. Any additional activities or recreation at the meetings are at member expense.
- It is the responsibility of the ECMC member to purchase tickets and make the best effort to secure reasonable fares.
- Reimbursement for travel is subject to fund availability up to the amount specified by the President and the Treasurer and the Reimbursement Policy.
- Registration fees, hotel costs, and all expenses for the ECM Annual Conference are paid by the ECMC members.
- When assisting as an ECLW team member, expenses are usually paid by the host Secretariat.

Responsibilities

- **Attend all meetings of the ECMC and assigned subcommittees.**
- **Attend the ECM Annual Conference and participate as requested.**
- **Complete assigned tasks prior to ECMC and subcommittee meetings or as requested.**
- **Submit all Secretariat and subcommittee reports and reports related to being a District Representative two weeks prior to ECMC meetings or as requested.**
- Be prepared to participate and contribute to the discussion at meetings.
- Maintain a file of assigned subcommittee contacts, reports, and related correspondence and materials. Provide the file to the ECMC successor.
- Maintain files of correspondence, minutes, and reports. Provide the file to the ECMC successor.
- Communicate with and support other ECMC members in their responsibilities by sharing information and correspondence relevant to their tasks.
- Leave a personal note of thanks to those hosting you during ECMC meetings (if you are hosted in a home).
- Contribute material, especially educational articles, that can be used in ECM publications.

- Ensure that the Communications Subcommittee has accurate and complete contact information for assigned Secretariats.

Serving as a District Servant Community Coordinator

The purpose of the District Servant Community Coordinator (DSCC) is to assist district ECMC members. The District Servant Community Coordinator assists the elected regional representatives by enhancing communication and coordinating servant community or parish activities for the district. Coordinators are elected for a term of three years at the district meetings during the annual conference under the same voting rules as representatives. This position is not present in all regions.

Commitment and Preparation

- Model the 4th Day with active participation in regional district meetings, Ultreyas, Reunion Groups, and active ministry in your home parish. Invite and encourage Cursillistas in your area to be a vital part of the work.

Finances

- Reimbursement for activities of the DSCC is not available.
- Expenses related to participating on an ECLW presentation team may be reimbursed by the host Secretariat if funding is available.

Responsibilities

- Activities of the DSCC should be regularly reported to the ECM District Representatives so that they can be coordinated and do not overlap or conflict with the activities of the ECMC.
- Provide communication to members of the district by forwarding the ECMC District Representative's letters and reports to as many Cursillistas as possible.
- Regularly report information about scheduled events, potential leaders, resources, issues of concern, emerging opportunities, or news to the ECMC District Representatives.
- The Bishop, Secretariat, and its Lay Director are contacted by the ECMC District Representative. DSCC contacts should be developed with other Cursillistas within the district. These could include Servant Community or parish representatives.
- The ECMC District Representative or ECMC Subcommittees may ask for DSCC assistance on projects throughout the year.
- Assist and facilitate ECMC fundraising efforts with Secretariats of the district.
- Support the Conference Servant Subcommittee by helping to promote the conference by sending flyers, brochures, etc., electronically to as many contacts as possible within the district.
- Provide support for the Publications Subcommittee by assisting in editing the library and other publications, if asked.
- Provide support for subcommittees by assisting as requested; for example, in the distribution of questionnaires, etc.
- Provide support for the Leadership Committee by providing feedback on key issues to be addressed by the ECMC.
- Identify leaders who may be potential candidates for the ECMC.
- Network with the other district servant community coordinators on a regular basis.

The Episcopal Cursillo Ministry Annual Conference

The District Meeting at the Annual ECM Conference

District meetings generally take place during the Annual Conference. Robert's Rules of Order, most current edition, govern the meetings. Credential status of member Secretariats and the rule of voting by Secretariat apply in district meetings as they do in the General Council, and these procedures are covered in the ECM bylaws.

The presiding officer for the district meeting is the senior District Representative. If that District Representative is eligible for re-election and is on the ballot, or is unavailable, the presiding officer will be the next most senior representative.

District Meeting Voting Process

An ECMC member is elected according to the following procedures as outlined in the ECM bylaws:

- At the ECM district meeting, candidate nominations are offered and resume information shared. Compliance with all requirements for candidacy as outlined in the ECM bylaws will be verified.
- If more than one candidate is presented for the same position, a secret ballot is held in accordance with ECM bylaws. Discussion of the candidates takes place before the elections, and the candidates are not to be present for the discussion or balloting. These provisions shall not be interpreted to prohibit a candidate from casting a ballot in the event that he or she is the sole Secretariat representative. Upon election, candidates are asked to return to the meeting place and the Chair announces the election results.
- If there is only one candidate after nominations are closed it is appropriate for the chair to allow a motion to elect by acclamation.
- At no time will any of the current ECMC members nominate, second a nomination, or participate in the discussion of candidates. A current ECMC member may cast a ballot only if directly representing his or her home Secretariat at the General Council.
- It should also be encouraged that candidates be presented from Secretariats not currently represented on the ECMC and that persons from the same diocese not succeed one another on the ECMC.
- Time may be set aside to discuss legislation pending before the General Council.
- Time should be set aside to announce items of interest such as upcoming Weekends, ECLWs, Clergy Information Days, etc.

Meeting is adjourned at the close of business.

Best Practices for the Episcopal Cursillo Ministry Committee

ECMC Member Nomination Process

Nominees to fill upcoming or current ECMC District Representative vacancies are asked to:

- Submit letters (or emails) from their Secretariat providing their endorsement for the nominee's service on the ECMC.
- Submit a brief biography that includes their parish, diocesan, and Cursillo experience.
- Review the District Representative's Manual found in the Publications/Manuals section of the ECM web site.
- **Copies of all materials are to be sent to the Current President, the President-Elect the Secretary, and each active ECMC Representative in their region 30 days prior to the General Council meeting. Email addresses are available on the ECM web site.**
- Nominees are strongly encouraged to attend the annual General Council to be present for their election. This will also allow them to be personally introduced and to participate in introductory meetings of the ECMC held at the end of the Conference.

ECMC Member Transition

At or very soon after Annual General Council:

- After the election is held, current and incoming District Representatives meet to confirm assigned Secretariats. This meeting may be online.
- Outgoing District Representatives provide the newly elected successor with copies of the correspondence, meeting, and Secretariat reporting files for the previous year.
- Outgoing District Representatives provide the newly elected successor with complete contact information for Secretariat leadership.

Within two weeks after the General Council:

- Outgoing District Representatives send a letter to introduce the new District Representative to the leadership of each assigned Secretariat and provides the new District Representative's contact information.
- The letter described above should include a summary of events and actions at the Annual Conference. When the meeting summary from the Past President is made available, the new District Representative sends it with a letter of personal introduction. The new District Representative assumes full communication responsibilities.

Contacts

- Maintain a regular contact schedule in accordance with the ECMC calendar with each Secretariat and determine how the Secretariat prefers to be contacted.
- Verify the accuracy of contact information regularly and request to be notified of any changes in the leadership.
- Besides telephone calls, letters, and emails, suggested ways to be in contact are:
 - Visits
 - Inclusion in the Secretariat newsletter mail list
 - Web pages
 - Facebook
 - Palanca for Weekends
 - Videoconferencing

Communications

- Contact each assigned Secretariat President regularly (~~at least four times per year~~).
- Before ECMC meetings, discuss Committee goals and potential Committee discussions or actions. Include a request for prayers. After ECMC meetings, summarize Committee actions and developments that support Secretariats or expand resources.
- Throughout the year:
 - Provide information about the Annual Conference and encourage attendance
 - Explain and promote participation in the ECLW
 - Encourage payment of annual ECM Secretariat financial contributions
 - Explain Friends of Cursillo
 - Solicit articles for the *News & Notes* and other published venues.
 - Recruit for upcoming ECMC vacancies
 - Encourage use of ECM online resources
 - Attach letters, reports, meeting summaries, invoices, conference brochures, or other information pieces as requested by the President or the ECMC.
- Other communication goals:
 - Collect contact information from each assigned Secretariat, to include name address, email address, and phone numbers of the Bishop, Secretariat President, Secretariat Spiritual Advisor(s), and Servant Community leader
 - Collect information for ECMC reports
 - Build a relationship with each Secretariat. Learn about successes and challenges, find ways to be helpful, offer other ECM resources, and follow 4th Day activities
 - Link each Secretariat to the *News & Notes* by forwarding potential articles or stories.

Episcopal Cursillo Ministry Committee Meeting Information

Structure of the ECMC Meetings

- The ECMC President is responsible for setting the final agenda of the meeting. ECMC members may request items to be placed on the agenda as well.
- The number of meetings each year is based upon the specific needs of the Ministry. There is only one face-to-face meeting each year. On alternating years, the meeting is either an ECMC planning meeting or a national conference.
- Because of this limited meeting schedule, it is necessary to conduct the majority of business online, both as a full committee and as subcommittees.
- When issues come up between meetings, and an email is sent out for response, immediate response is required.

Travel Arrangements

The number of in-person meetings is minimized with the goal of reducing travel expenses while still fulfilling responsibilities to the ECMC. To complete a very full agenda, all members need to be present; therefore, each Committee member is asked to arrange travel plans so that arrival is in time for the meeting and departure is after the meeting is adjourned. If this is not possible, the President and the other members from the district represented should be notified. All travel arrangements should immediately be sent to the ECMC Treasurer and President. The detailed policy related to travel and reimbursement can be found in the Supplemental Resources section on Page 21.

Meeting Agenda Items

Because agenda items particular to the ECMC's current activities and circumstances may be influenced by the meeting location, the schedule for the meeting may vary. However, in general, each meeting will follow a similar pattern. Some common elements of ECMC meetings are:

- Opportunities for worship, so that the work of the Committee may be centered around prayer
- Time for discussion of issues of broad import to the ECMC and to ECM as a whole
- Time for ECMC District Representatives to report on the health of their assigned Secretariats
- Opportunity for subcommittees — Leadership, Leadership Workshop, Publications, Communications, Finance, and subcommittees — to check on progress toward goals, establish new assignments, prepare motions for full committee approval, and prepare reports to the full committee
- Gatherings of District Representatives to review their common goals and concerns

ECMC Prayer and Worship

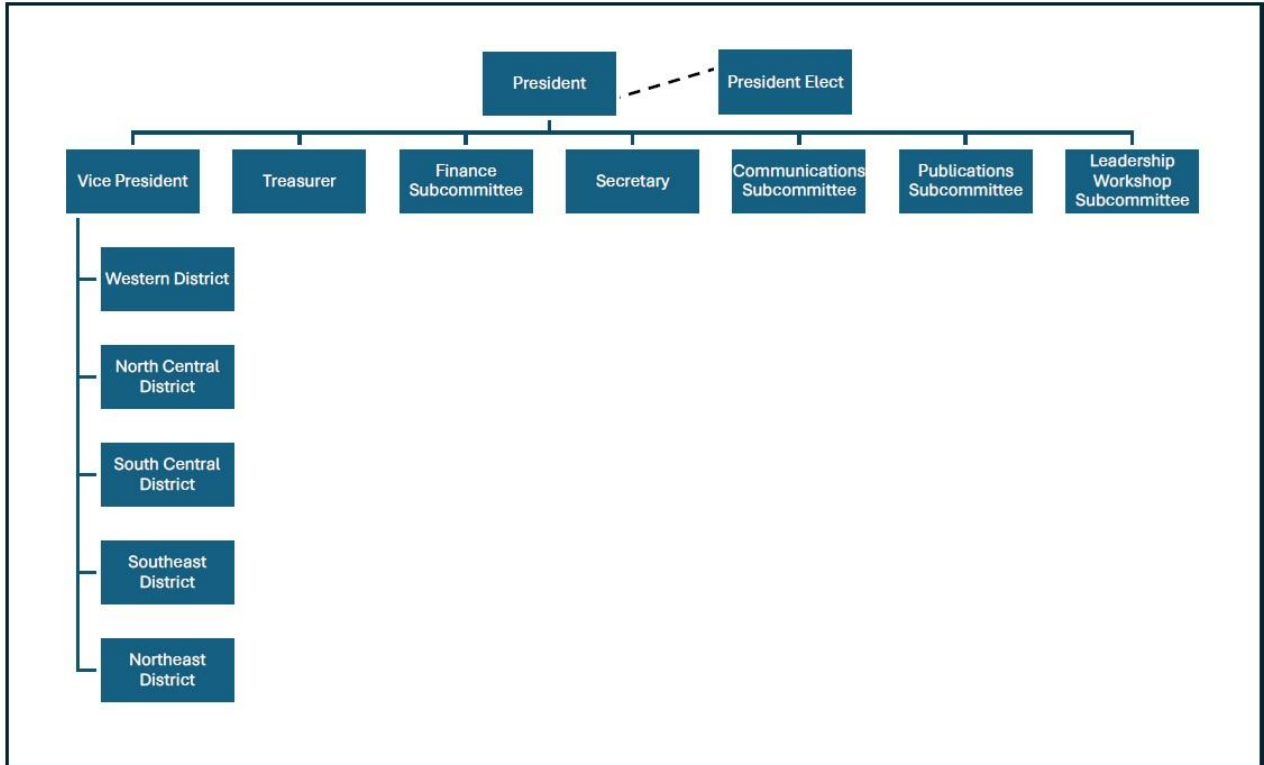
Spiritual Director

A clergy member of the ECMC shall be appointed each year to serve as spiritual director by the President. This priest plans prayer and worship services for ECMC meetings. For in-person meetings, the Spiritual Director coordinates with local supporting clergy and church leaders for program, location, and timing.

Importance/Primacy of Prayer

ECMC, corporately and as individuals, need to commit time and resources to pray regularly for the ministry as a whole, and for ECMC's work as stewards of the ministry. When needed, entire ECMC meetings may be devoted to prayer. Decisions, projects, and elections should all be covered in prayer. God's guidance is far more important than the hurried application of our many human talents.

Episcopal Cursillo Ministry Committee Communications Chart



III. Episcopal Cursillo Ministry Cursillo Supplemental Resources

Episcopal Cursillo Ministry Travel and Travel Expense Reimbursement Policy (revised 2025)

In order to be good stewards of the resources entrusted to the Episcopal Cursillo Ministry (ECM), the Episcopal Cursillo Ministry Committee (ECMC) establishes the following policy for reimbursement of expenses arising from participation in ECM activities. Because ECMC operates on a very tight budget, the hope is that ECMC members will donate their expenses as much as possible.

Applicability

This policy applies to all individuals and all constituent bodies associated with the ECM including the ECMC, the subcommittees of ECMC, and other individuals who travel on behalf of the ECM.

Reimbursement for travel expenses may be available for ECMC members in conjunction with its meetings. In an effort to reduce travel expenses, please, as much as possible, conduct the work of subcommittees and Servant Communities through teleconference and videoconference. Only travel expenses approved by the President will be reimbursed.

Note

ECMC members and others traveling for the ECM are asked to consider -- if possible -- assuming the cost of their travel, lodging, etc. as a donation to ECM. If a receipt is desired for tax purposes, a receipt for actual expenses incurred may be obtained from the ECM Treasurer, with the exception that no receipts will be issued for the use of a personally owned vehicle.

Policy

1. Fares for round-trip air travel are limited to a reimbursement of no more than \$500 (including taxes and airport fees). If no under-the-limit fare is available, airfare over the \$500 limit must be approved by the ECM President and Treasurer prior to ticketing. Advance travel reservations are encouraged in order to obtain the least expensive fare.
2. Travel by train or rental vehicle may be reimbursed up to the cost of the airfare for the same travel. Travel by personally owned vehicles may be reimbursed at the applicable IRS mileage rate for charitable travel.

Manual Validation

 / 
Signature Date

Robert J. Vaughn, President ECMC